

## DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
ACRAMENTO, CA 95814



November 7, 1986

TO: All County Welfare Directors  
All County Administrative Officers

Letter No.: 86- 62

SUBJECT: MC 401, (MC 300/301/302 Issuance Report) and MC 402,  
(MC 302 Daily Usage Report)

This is to notify you that it will no longer be necessary for counties to submit forms MC 401 or MC 402 to the Department's Medi-Cal Eligibility Branch.

The Department recommends, however, that each county maintain a system to internally monitor their card stock. Effective immediately the Department's Warehouse will no longer stock these MC 401 and MC 402 forms.

If you have any questions, please feel free to contact our Forms Coordinator, Fahlda Nelson, at 322-8702.

Sincerely,

Original signed by

Frank S. Martucci, Chief  
Medi-Cal Eligibility Branch

## Attachments

cc: Medi-Cal Liaisons  
Medi-Cal Program Consultants

Expiration Date: February 7, 1987

## MC 300/301/302 ISSUANCE REPORT

County \_\_\_\_\_

Green ☐

Month \_\_\_\_\_

Red ☐

## Inventory Report

|   | MC300 | MC301 | MC302 |
|---|-------|-------|-------|
| a. Beginning Stock This Month   | _____ | _____ | _____ |
| b. Stock Received This Month  | _____ | _____ | _____ |
| c. Total Stock Available (a+b)  | _____ | _____ | _____ |
| d. Stock Used for Cards<br>(including erroneous cards<br>returned to DHS)   | _____ | _____ | _____ |
| e. Number Used for Screen Print   | _____ | _____ | _____ |
| f. Number Voided (including<br>erroneous cards not returned<br>to DHS, wastage due to<br>printer alignment, etc.) | _____ | _____ | _____ |
| g. Total Stock Used<br>(d+e+f)  | _____ | _____ | _____ |
| h. Ending Stock This Month<br>(c-g)   | _____ | _____ | _____ |

Send to: Department of Health Services  
Medi-Cal Eligibility Branch  
714 P Street, Room 1650  
Sacramento, CA 95814

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

## MC 302 DAILY USAGE REPORT

(County Use Only)

## A. Card Stock Released from Storage

Beginning Serial Number \_\_\_\_\_

Ending Serial Number \_\_\_\_\_

Volume of Card Stock Released \_\_\_\_\_

A. \_\_\_\_\_

## B. Card Stock Used

Volume Used for Card Issuance  
(including erroneous cards  
returned to DHS) \_\_\_\_\_

Volume Used for Screen Print \_\_\_\_\_

Volume Voided (errors not  
returned to Department,  
printer alignment, etc.) \_\_\_\_\_

TOTAL STOCK USED B. \_\_\_\_\_

## C. Card Stock Returned to Storage

Beginning Serial Number \_\_\_\_\_

Ending Serial Number \_\_\_\_\_

Volume of Card Stock Returned \_\_\_\_\_

C. \_\_\_\_\_

Note: Item A minus B must equal Item C

Prepared By \_\_\_\_\_

Date \_\_\_\_\_